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LS

5 November 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

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1. I announced at our monthly All-Hands Meeting that [ ] had been appointed Deputy Chief of the Language School and that the German-Slavic Departments will be merged. [ ] will head the new Department; [ ] will serve as his Deputy. Also at the All-Hands Meeting we discussed arrangements for our annual International Luncheon. It will be held this year on Friday, 17 December, the last day of class before the School break. We plan to keep it an LS affair, with a very limited list of outside guests.

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2. [ ] and I interviewed a prospective Arabic instructor this week, Mr. [ ] is currently employed at the commercial school (World Instruction and Translation) which recently lost its DLI contract. Since we have received requests from AF and OC to reinstitute an Arabic program, we plan to hire Mr. [ ] who is qualified in both Hebrew and Arabic and reactivate the contract of one of our former teachers, [ ]. Before we make any move to restore our Arabic faculty, however, we will have to reassess our ability to fund it.

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3. I called [ ] [ ] to inquire about Chinese training requirements. Because of the flurry of activity generated by the changes in Chinese international politics, the Division has been preoccupied. However, he promised to get us the requirements within the next two weeks.

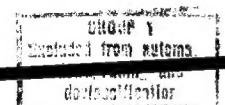
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4. [ ] had a telephone conversation with Y. J. Chih of the East Asian Language and Literature Department of Indiana University. Dr. Chih is reading a paper, "An Assessment of the Basic Yale Texts" (for teaching Chinese), at the 1971 Annual Meeting of the Chinese Language Teachers' Association in Chicago on 25 - 28 November.

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[ ] is unable to attend this meeting, but he informed Dr. Chih of the materials we are producing to supplement the Yale texts. He arranged to send copies of what we have done so far to Dr. Chih, who in turn promised to mention our program in his talk, and to make the

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samples of our materials available to anyone interested. This will serve to alert the Chinese-teaching community to our efforts in this line, and [ ] hopes to be asked to present a paper at their meeting next year describing our materials, which we hope will be substantially complete by then.

5. The classroom behind the language laboratory at Headquarters has been completed, and [ ] has at last moved her courses from the library stacks to quarters more suitable for language teaching.

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6. Arrangements have been made with SB Division to pick up Eve [ ] independent contract. Eve has been giving English language classes through us for SB for several years and has done a consistently excellent job. She will continue to rely on us for materials and guidance.

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7. I met with [ ] and several of the main users of our recording studio this week to discuss ways in which our recording facilities might be improved. The group concluded that, although the technical quality of our tapes is generally good, there are a number of ways in which the equipment could be made more convenient or more effective; e.g., an intercom between the Recording Director and the speakers, boom microphones, a facility for high-speed editing, noiseless control switches, etc. Since our recording equipment is now close to 15 years old and replacements are imminent, we want to make sure that our equipment purchases fit the needs of the people who use the studio most.

8. Language School Statistics Week of 26 - 29 October 1971:

<u>Students</u>	<u>Classes</u>
Full-time - 66	Full-time - 33
Part-time - <u>204</u> (102 BAHLT)	Part-time - <u>44</u> (10 BAHLT)
( 57 Hqs.)	(10 Hqs.)
TOTAL.....270	TOTAL.....77

Laboratory Hours: Language School - 160  
Headquarters - 78

There were 19 proficiency tests given.

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[ ]  
Chief, Language School

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